

BY - LAWS
OF
ST. MARK'S LODGE

NO. 94.

OF
FREE AND ACCEPTED MASONS,
Pt. Stanley, May, 1863



5864.

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BY-LAWS.

This Lodge fully acknowledges the supremacy of the Grand Lodge of Antient, Free and Accepted Masons of Canada; and will, at all times, pay respect and obedience to its Laws, Rules, Orders and Regulations.

REGULAR MEETINGS.

2. The Regular Meetings of this Lodge shall be held on the Second Tuesday of every month; and also on the Festivals of St. John the Baptist, and St. John the Evangelist; or should they fall on Sunday, then on the following day, at such hour as the Master shall appoint, of which the Members shall be duly notified.

3. Emergency Meetings may be held as provided by the Book of Constitution; but should a Lodge of Emergency be called at the solicitation of a Brother, for his own benefit or advancement, all the expenses of the Meeting shall be defrayed by him.

4. The elective Officers of this Lodge shall be annually elected at the Regular Meeting, immediately preceding the Festival of St. John the Evangelist; and on the day of that Festival, (or should it fall on Sunday, then on the following day,) the election of the Master being first confirmed, all the Officers, elective and appointed, shall be installed and invested.

5. To secure that regularity so highly necessary for the good government of a Lodge, it is expected that every Officer will attend punctually at the hour named in the summons, under penalty of censure by the Master, unless exonerated by some reasonable excuse, or cause of absence.

6. Brethren shall at all times appear, when in Lodge, in the proper Masonic Clothing, as prescribed by the Book of Constitution.

7. Every Brother, when speaking, shall address him-

self to the Master; and no Brother shall speak twice to the same question, unless in explanation, or the Mover in reply. No motion shall be entertained unless it be made in writing, and duly seconded. No new business shall be entered upon after "10 o'clock" p. m.

8. No visitor shall speak to any question without leave of the Master; nor shall he, on any occasion, be allowed to vote. During his continuance in the Lodge, he shall be subject to its By-Laws.

9. The fee upon initiation shall be Twelve Dollars, which shall be in payment of the three Degrees in Craft Freemasonry; and the Grand Lodge Fees, for Registration and Certificate, Three Dollars. The fee for a Joining Member shall be Three Dollars, to include the fee for Registration; but should he require a Grand Lodge Certificate, he must pay an additional sum of Two Dollars. In every instance, the Member who proposes the Candidate, is responsible for the whole fee, which must be paid at the time of initiation or admission.

10. Any Brother not initiated in this Lodge, may be passed or raised in it, after a regular ballot, for the sum of Five Dollars for each degree, provided he produces satisfactory proof of having been initiated and passed, as the case may be, in a Regular Lodge. The proposer is responsible for the fee—which must be paid at the time of initiation, or before the Degree is conferred.

11. No person shall be initiated in, and no Brother shall be admitted as a Member, or have Degrees conferred upon him, as provided for in By-Law No. 10, if, on ballot, one black ball appear against him; but to prevent mistakes, the Master may direct the ballot to be passed a second time, which shall be final. The Secretary shall apprise all Lodges in his District, and also the Grand Secretary, of such rejection.

12. Should any Candidate, who has been approved for initiation, not attend for that purpose within seven months, after being notified by the Secretary of the

Lodge, he shall forfeit his initiation fee, and new application and re-balloting for, shall be rendered necessary.

13. Should any Member retire from the Lodge, or cause his name to be erased from the Book, or be excluded for any cause, except non-payment of dues, he shall not be re-admitted without a ballot and joining fee, as fixed by By-Law No. 9.

14. Any member desirous of withdrawing from the Lodge, shall signify the same at a regular meeting, either personally, or in writing, to the Secretary; and if in good standing, and his dues are all paid, upon his resignation being accepted, a certificate to that effect shall be furnished him, if required, by the Secretary under the Lodge Seal.

15. No brother shall become an Honorary Member of this Lodge until he has been regularly proposed and seconded at one regular meeting, and his name been inserted in the summons for the next regular communication, at which he must be elected by unanimous vote of the Lodge.

16. The annual subscription of each member, except the Secretary, who shall be exempt, shall be three dollars payable quarterly.

17. Any member who neglects payment for twelve months shall be notified by the Secretary, and again at the end of the ensuing three months; and any member who shall remain in arrears, and become indebted for one year's dues, shall, after special notice from the Secretary, be excluded until all arrears are paid. No member in arrears for twelve months shall be qualified to ballot or vote upon any question, or hold office; and the signing by him of the By-Laws, is hereby declared to be an acknowledgement by each member, that he considers these dues a debt due by him to the Lodge.

18. The Master being responsible for the Grand Lodge fees, shall forward the same to the Grand Secretary, as soon as possible after the Festival of St. John the

Baptist, and St. John the Evangelist, respectively.

19 The Master on the day of his installation shall appoint three brethren a committee, whose duty it shall be to audit the Treasurer's accounts, and all accounts before they are presented to the Lodge, and certify to their correctness, and at all times to maintain a general supervision over the finances and property of the Lodge. He shall also appoint all such other committees as may from time to time be necessary. They shall choose their chairman, and have power to exact the attendance of members of the Lodge, to give such information as such committee shall deem essential. They shall enter their proceedings in a book, and report through the Master to the Lodge. The Audit Committee shall make an annual report on the Festival of St. John the Evangelist.

20. The Master, on the day of his installation, shall appoint three brethren a Charitable Committee; to whom all applications for relief shall be referred, and whose duty it shall be to report to the Lodge all cases deserving aid and assistance, unless those of urgent necessity, when it shall be in the power of a majority of the Committee to issue an order on the Treasurer for a sum not exceeding five dollars, reporting the same to the Lodge at its next regular communication. In places where more than one Lodge is held, and a General Fund is formed, the Master shall represent the Lodge at the United Benevolent Fund Committee.

21. The Books, Papers, Jewels, Paraphernalia, and furniture of every kind, belonging to the Lodge, being at all times vested in the Master and Wardens for the time being, they are responsible for the same. They shall be annually examined previous to the installation of the officers elect; and an inventory of them shall be kept in the Minute Book of the Lodge. The Master shall annually insure the property of the Lodge, for such time as the Lodge shall direct.

22. No part of the funds of this Lodge shall be expended, except for monthly or other necessary work-

ing expenses, without the approbation of a majority of the members, neither shall the Books, Papers, Furniture, Jewels, Paraphernalias and other property of the Lodge be sold, alienated, or in any way disposed of, except by the unanimous consent of the members.

23. No alterations shall be made in these By-Laws, unless by notice of motion given at a regular meeting, which shall be duly entered on the minutes, and inserted in the summons for the next regular meeting, when the proposed alteration shall come up for discussion, and on resolution, regularly moved and seconded, being passed in favor thereof, by two-thirds of the votes present, it shall become law, when sanctioned by the Grand Master.

24. These By-Laws, when fairly written in a book, shall be signed by the Master and Secretary, and have the Seal of the Grand Lodge affixed. Every Brother is also to sign them as a Declaration of submission to them, and two copies shall be delivered to each member, free of expense; but should he require another copy he shall pay, to be applied to the General Funds of the Lodge.

THE MASTER.

25. Beyond the Antient Charges and Regulations, and the Duties laid down by the Book of Constitution, the Master is responsible for the safe keeping of the Warrant, and other Lodge Records, Books, Papers; and, with the Wardens, holds all the Furniture, Jewels, Paraphernalia, and other property of the Lodge, in trust, for the Members, and shall see to the efficient Insurance of the same against loss by fire. He shall sign all Orders on the Treasurer for the ordinary expenses of the Lodge, and shall be, *ex-officio*, a member of all Committees.

THE SENIOR WARDEN.

Beyond the regular duties appertaining to this office, the Senior Warden shall, under the Master, specially see to safe and proper keeping of the Jewels, Parapher-

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alia and Furniture of the Lodge; and shall examine the Inventory of the same, immediately before entering into office. He shall be assisted by the Stewards.

THE JUNIOR WARDEN.

Beyond the regular duties appertaining to his office, the Junior Warden shall attend to the necessary arrangements for Refreshments, on all ordinary occasions, and is, *ex-officio*, Chief of the Stewards.

THE CHAPLAIN.

The duties of this officer speak for themselves; but it is very desirable to have his punctual attendance, that the Lodge may not only be opened and closed in due and antient form, but with solemn Prayer.

THE TREASURER.

The Treasurer shall receive all monies of the Lodge, and discharge accounts for ordinary expenses, duly signed by the Master and Secretary, as well as those certified by the Audit Committee, and approved by the Lodge, and orders of the Charitable Committee. He shall keep books, in which his receipts and disbursements shall be regularly entered, so as to exhibit, at one view, the balance in his hands, at every regular meeting; and should the balance, at any one time amount to more than One Hundred Dollars, he shall give special notice thereof to the Lodge. The account with the Grand Lodge shall be kept separate and distinct, and the Grand Lodge Dues handed by him to the Master for transmission to the Grand Secretary. His accounts and vouchers shall be annually submitted to the Audit Committee, at least one week previous to the Festival of St John the Evangelist, and the balance in his hands shall be transferred to his successor in office, on that day, unless the Lodge shall then otherwise direct.

THE SECRETARY'S DUTIES.

The Secretary shall be exempt from the payment of Lodge dues. He shall keep a faithful record of the pro-

ceedings of the Lodge, and shall preserve in proper order all papers and documents relating thereto. He shall keep a correct register of the members, and their respective accounts with the the Lodge; he shall sign all authorized certificates, and affix the Lodge Seal thereto; issue all necessary notices and summonses for meetings, &c., and countersign all orders and charges of the Master; he shall prepare all Returns required by the Grand Lodge, and notify the first named Brother of every Committee of his appointment, the names of his associates, and the nature of their duties; he may receive monies for the Treasurer, transferring the same amount to him without deduction, before the next regular meeting; and shall generally discharge all other duties appertaining to the office of Secretary.

THE DEACONS.

The Deacons shall attend the Master and Wardens, to assist in opening the Lodge at the appointed time, and the Ceremonies and Preparation of Candidates and otherwise, as the Master and Wardens may direct.

THE DIRECTOR OF CEREMONIES.

The Director of Ceremonies shall see that the Lodge is properly prepared; that all Brethren appear in the Lodge in the clothing prescribed by the Book of Constitution; and, to the best of his ability; that every Brother when in the Lodge or at refreshment, is placed according to his station.

STEWARDS.

The Stewards under the direction of the Senior Warden, shall see to the safety and careful keeping of the Jewels, Paraphernalia and Furniture of the Lodge; and, under the Junior Warden, shall have the arrangement and ordering of refreshments.

THE INNER GUARD.

The Inner Guard shall attend each meeting punctually at the hour named in the summonses, to guard the

interior of the Lodge at its opening ; to receive visitors, and examine all candidates for admission, and give directions to the Tyler.

TYLER'S DUTIES.

The Tyler shall attend punctually, and diligently watch the exterior of the Lodge, and see that all Candidates for admission are properly prepared ; he shall deliver, when required, all summonses and other notices to the members ; he shall see that the Furniture and Ornaments of the Lodge are kept in good order, and perform all such other duties as he may be directed by the Lodge or its officers, for which he shall be paid the sum of six dollars per annum, or fifty cents per night, on a certificate signed by the Master and countersigned by the Secretary.

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